



**Vacancy Announcement
U.S. Embassy
Algiers, Algeria**

Vacancy Announcement
35-2011

OPEN TO: All Interested Candidates
POSITION: Economic Specialist FSN-10*; FP-05** (Please refer the position title or VA number in your application to be considered)
OPENING DATE: November 14, 2011
CLOSING DATE: Open Until Filled
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD1,288,949* (Grade 10)

*This represents the total annual compensation including salary, bonus and benefits.

**Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Algeria is seeking an individual for the position of Economic Specialist in the Political/Economic Section.

BASIC FUNCTION OF POSITION

Supports the Political / Economic section by researching and drafting analytic economic reporting cables; handles schedules for Embassy visitors; collects statistical data on economic issues. Acts as the principal initial source for developing and maintaining Political/Economic section contacts with a range of Algerian government and private sector economic actors. Serves as principal economic reporting LES with direct responsibility for banking/finance, energy, intellectual property, macroeconomic, and trade portfolios. Monitors economic press reporting, acts as an advisor and provides briefings to the Ambassador, DCM, and Political/Economic section chief on a range of economic issues where sound judgment is critical. Serves as LES lead for Embassy participation in NAPEO programs. Supervises and acts as the rating official for the Political/Economic section's Economic Assistant number C20401.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Required Education: A university degree in economics, political science, international relations, history, sociology, or other related-field is required.

2. Prior Work Experience: At least two years of work experience. Knowledge or familiarity with American or other western government agencies is welcomed. Understanding of USG procedures and Embassy operations would be highly advantageous. Knowledge of government ministries or agencies is required

3. Language Proficiency: Level 4/4 English, Arabic and French is required.

4. Other criteria: Strong knowledge of Algeria's economic institutions is required. Must have strong knowledge of scope of U.S./Algeria economic relations and diplomatic as well as business practices. Knowledge of Embassy procedures would be highly desirable.

5. Other Skills and Abilities: Computer familiarity. Ability to work with little supervision, and prioritize assignments. Strong interpersonal skills and ability to interact with Algerian government officials is required. Research and writing skills are also critical.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. Eligible Family Members who currently hold an Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

SELECTION PROCESS

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

TO APPLY

Interested applicants for this position must submit (1) and (2) below:

1. Preliminary Documentation
 - Current Resume. A current resume or curriculum vitae that provide the same information as a DS-174.
 - Letter of Interest. You must attach to the letter:
 - References: Provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors.
 - Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).
2. Proof of education.
 - Copies of relevant diplomas or degrees (as required) by the position.
 - Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

Interested applicants may choose to submit the below application form with the package

detailed in (1) and (2). Alternatively they can wait to do so until required in the hiring process.

Unsuccessful applicants will not receive an invitation to attend the interview.

3. Employment Application Form.

- All prospective employees must complete an Embassy application form (usually the Application for Employment DS-174, available at the HR Office).
- Can be submitted if selected for an interview.

ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH AND THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.

CLOSING DATE FOR THIS POSITION: Open Until Filled

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Point Of Contact:

Submit Application to: **Human Resources Office**
Attention: Economic Specialist, Vacancy Announcement #35-2011
Point of Contact: Human Resources Office
For quickest reception fax to: 021-60-73-35
Post to: BP 408 16000 Alger Gare
E-mail to: usembassyalgiers_app@state.gov

Note: Only the best qualified applicants will be contacted for a test and an interview.